



APO CLERK

An opportunity is available to work as the APO Clerk within the Army/Air Force Post Office at the U.S. Embassy, Canberra.

Salary: A\$31,963 p.a. pro-rata

Hours: 1 x Full-time (40 hours/week) or multiple job-share/
part-time (20 hours/week)

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Ability to lift mail sacks weighing up to 70 pounds is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Must have basic knowledge of telegraphic communications networks, procedures and formats.
5. Knowledge of cash accounting procedures and customer service.
6. Must have ability to read and understand Department of Defense regulations for guidance and procedures.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **MAY 4, 2011**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: APO CLERK	POSITION GRADE FP-09 (STARTING SALARY US\$31,963)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Providing incoming and outgoing postal service to APO patrons to include embassy personnel, family members and retired military.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Joanne Finkeldey at (02) 6214 5709.

Major Duties and Responsibilities

Provide window services including accepting articles for mailing, computing correct postage, accepting payment, and providing change to patrons as required. Accept personal checks for service. Process certified mail and insured parcels. Process incoming and outgoing registered mail. Maintain active and inactive postal directory files. Issue combinations for lockboxes for incoming personnel, and close lockboxes for departing personnel. Maintain a window financial account. Compute funds of postage sales. Make stamp requisitions. Perform administrative duties to include the preparation of PARS reports, Office Mail Stamp reports, and other official correspondence. Answer telephone calls. Maintain files. Requisition publications. Perform typing, filing, and retrieving duties. Learn all aspects of APO and assume Postmaster position during absence.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Ability to lift mail sacks weighing up to 70 pounds is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Must have basic knowledge of telegraphic communications networks, procedures and formats.
5. Knowledge of cash accounting procedures and customer service.

6. Must have ability to read and understand Department of Defense regulations for guidance and procedures.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B MAY 4, 2011

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide

K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References